



Town of Lexington Employment Opportunity

We are currently accepting applications for the full-time seasonal positions of:

Summer Conservation Field Supervisor and Crew Land Use, Health and Development

We anticipate hiring three full-time seasonal positions

One field supervisor position: 34 hours per week from Mid-May to late August

Two field crew positions: Up to 30 hours per week from early-June to late August

Starting range for Field Supervisor position is \$15-17/hr.

Crew positions start at \$14.25/hr.

No benefits

<p>To receive first consideration, please submit the REQUIRED Town of Lexington application form to the Town's Human Resources Department on or before Friday, April 1, 2022. Applications will be accepted until the positions are filled.</p>
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DUTIES: Field Supervisor position

- Conduct all duties of field crew position as described below in addition to:
- Provide primary supervision of field crew
- Establish and maintain positive work ethic and attitude for field crew
- Assist conservation staff with weekly field crew work planning
- Perform and/or coordinate and track equipment maintenance; manage equipment and supply inventory
- Assist conservation staff with inspections, reports, and other miscellaneous projects as needed

DUTIES: Field Crew position(s)

- Maintaining trails on Lexington's conservation land, including brush-mowing, weed-whacking, pruning, and clearing debris
- Mowing and maintenance of community garden
- Mowing conservation meadows
- Managing invasive species
- Restoring plant and wildlife habitat
- Building/repairing boardwalks and footbridges
- Supporting volunteer groups on stewardship efforts
- Conducting outreach and educational efforts related to conservation land
- Speaking with the public about conservation initiatives and issues

REQUIREMENTS: Field Supervisor position

- Field supervisor must fulfill all requirements of the field crew position as described below as well as:
- At minimum, one year of natural resources management or landscaping experience.
- At minimum, entering sophomore year in a bachelor's program in natural resources management, environmental studies, natural sciences, and/or comparable job experience.
- Pre-employment drug testing required

REQUIREMENTS: Field Crew position(s)

- Valid driver's license
- Ability to operate Town vehicle and landscaping power equipment (i.e. weed-whacker, brush mower).
- Ability to work with minimal supervision, both independently and as part of a team.
- At minimum, must be 18 years of age.
- Experience or willingness to learn basic plant identification skills.
- Willingness to perform physical labor in the outdoors in all weather conditions and in areas with poison ivy, mosquitoes, ticks, dense brush, etc.
- Pre-employment drug testing required

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the duties of this job. This is an outdoor position. The field supervisor position may include occasional indoor office work for project planning purposes. Employees will be required to work outside, walk long distances, and lift heavy loads in all different types of weather and environmental conditions, including rain, heat, mosquitoes, ticks, poison ivy, and dense brush.

APPLICATION PROCESS

All applicants are **required** to complete a Town application form, available from the Town of Lexington website at <http://www.lexingtonma.gov>, emailing jobs@lexingtonma.gov or by visiting the Human Resources Department (address below).

Please attach a resume to the required application form, but note the resume cannot serve as a substitute for completing the required application form.

<p>Positions open until filled. To receive first consideration, the <u>REQUIRED</u> Town of Lexington application must be received in the Town's Human Resource Department by April 1, 2022. Applications will be accepted until the positions are filled.</p>

The Town reserves the right to modify the application deadline, and/or accept applications after the deadline, to best serve the interest of the community.

After the deadline all applications will be reviewed and the most highly qualified candidates will be invited to one or more interviews. All applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application.

Prior to appointment, the final candidate may be required to "undergo" a criminal background check (CORI) and pre-employment physical including a drug screening test. A Town-selected physician will conduct such physical and the costs will be borne by the Town.

Individuals who need accommodations in order to participate in this process should contact the Human Resources Department.

Questions regarding this hiring process should be addressed to the:
Human Resources Department
Town of Lexington
1625 Massachusetts Avenue
Lexington, MA 02420
(781) 698-4590